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Memorandum

TO : Chief, Logistics Services Division

DATE: 27 June 1963

FROM : Chief, Building Services Branch

SUBJECT: Monthly Activity Report

A. PROJECTS AND STUDIES IN PROGRESS

1. Operational supply room inventory, account 6810 has been completed.

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2. Move to [REDACTED] is progressing well.

3. Establishment of a new self-service supply room in R & S Building is nearly completed.

4. Continuing effort to keep PTI material from accumulating in the Headquarters Building.

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for



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BUILDING SERVICE BRANCH--MONTHLY OPERATIONS REPORT

FOR THE PERIOD 27 May 1963 24 June 1963 ILLEGIB

DATE PREPARED 26 June 1963

	DOCUMENTS	LINE ITEMS
REQUISITIONS PREPARED (FORM 88)	<u>182</u>	<u>477</u>
REQUESTS FOR SUPPLIES (FORM 1490) (MAIL & TUBE) PROCESSED	<u>189</u>	<u>1,343</u>
BACK ORDERED	<u>0</u>	ILLEGIB
REQUESTS FOR SUPPLIES (FORM 1490) (COUNTER) PROCESSED	<u>3,635</u>	<u>14,509</u>
BACK ORDERED	<u>*</u>	ILLEGIB
GSA REQUISITIONS PREPARED (FORM 1458)	<u>10</u>	<u>111</u>
MOVE REQUESTS (FORM 17)		
CARRIED FORWARD	<u>113</u>	
RECEIVED	<u>845</u>	
PROCESSED	<u>800</u>	
PENDING	<u>158</u>	ILLEGIB
TYPEWRITER REPAIR REQUESTS	<u>105</u>	
FURNITURE REPAIR REQUESTS	<u>16</u>	
ELECTRIC OFFICE MACHINE REPAIRS	<u>558</u>	
RECEIVING DOCUMENTS PROCESSED		
FORM 88	<u>304</u>	<u>594</u>
FORM 1458	<u>312</u>	<u>806</u>
FORM 17	<u>83</u>	<u>84</u>
OPERATIONAL SUPPLY ROOM		
PTI (FORM 1707)	<u>19</u>	<u>50</u>
LOAN REQUISITIONS (FORM 88)	<u>50</u>	<u>85</u>

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TOTAL NUMBER OF PERSONNEL
SICK LEAVE USED
ANNUAL LEAVE USED
EMERGENCY LEAVE USED

PERSONNEL
250 HOURS
244 HOURS
0 HOURS

plus 2 summer employees

FUNDS BEGINNING
TOTAL NUMBER OF MEN
TOTAL HOURS WORKED 1,957½ \$1.40 HOUR
FUNDS REMAINING

* Back orders received 145
- Back orders processed 98
Back order balance 47

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25X1A

25X1A1a

25X1A9a